

FILES MANAGEMENT (CEP 7K1)
Kit Carson, Delaware Public Archives

This course is the first in the Delaware Public Archives Records and Information Management program series. This course provides basic instruction on creating and maintaining an effective filing system, the types and uses of filing systems, standard filing procedures. Furthermore, this course will introduce the DPA Retention Schedule and explain how it is used.

This course is recommended for records officers and authorized agents, administrative support personnel, and first-line supervisors.

Each class is scheduled from 9:00am - 12:00pm.
(Please Note: Class size limited to 15.)

Dates: January 23, 2014 (Primary), January 29, 2014 (Overflow)
August 14, 2014 (Primary), August 28, 2014 (Overflow)

Location: Haslet Armory 122 Martin Luther King Jr. Blvd South, Dover, DE

To register or for additional information, contact Kit Carson at 302-744-5021 or
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